

DJ - Wedding Reception Planner

We, Just Push Play Productions, want to make your wedding reception a complete success. You can help us by completing this form. With this information, your disc jockey will be able to conduct your custom-tailored reception in a smooth and organized manner. Please return the deposit and contract promptly. You may complete this form at a later date, but please return it to us no later than three weeks prior to your reception. *NOTE: This form is for information only and is not part of the contract for this engagement.*

General Information

Wedding Date: _____ **Reception Location:** _____

Bride's Name: _____ **Groom's Name:** _____

What is the expected **attendance** at your reception? _____

What percentage of your guests will be in each of the following **age groups**?

18 or under _____ 18-29 _____ 30-45 _____ 46-65 _____ Over 65 _____

How would you like your DJ attired? Formal (Tuxedo) Semi-Formal (Coat and Tie) Other _____

Type of Food Service: Seated Dinner Dinner Buffet Hors D'oeuvres

Program of Music and Events

The following events are traditional at wedding receptions. They are listed in the order in which they usually take place. However, feel free to alter the order if you desire. Preceding each of the following events there is a blank. If you do not want the event to be incorporated into your reception, write "NO" in the blank. If you do, we will use this space later for filling out estimated times.

_____ **Ceremony Starting Time** Are we providing the Ceremony Music? Yes No Where? _____

_____ **Reception Starting Time** (*Note: The reception should not start before our start time!*)

Will there be a cocktail hour? Yes No

_____ **Would you like your disc jockey to announce the wedding party?** Yes No

Please include phonetic spellings for any difficult names. If your list does not fit, please provide a separate typed list.

Bride's Parents: _____

Groom's Parents: _____

Bride's and Groom's Grandparents: _____

Flower Girl: _____

Ring Bearer: _____

1st Bridesmaid: _____

1st Groomsman: _____

2nd Bridesmaid: _____

2nd Groomsman: _____

3rd Bridesmaid: _____

3rd Groomsman: _____

4th Bridesmaid: _____

4th Groomsman: _____

5th Bridesmaid: _____

5th Groomsman: _____

Maid / Matron of Honor _____

Best Man: _____

_____ **Announce Bride and Groom as:** _____

(*Note: How would you prefer to be announced? Mr. and Mrs.? First Names?, etc.*)

Traditional Dances

_____ **First Dance:** _____

_____ **Father / Daughter Dance:** _____

_____ **Mother / Son Dance:** _____

_____ **Bridal Party Dance:** _____

Will the Bride's and Groom's Parents join in? Yes No

Types of Music: (check as many as apply) -remember your disc jockey can take requests at the reception.

- 40's Big Band 80's Dance Top 40 Dance Mix Beach / Shag
 50's Oldies 90's Dance Contemporary Club Mix Adult Contemporary
 60's Motown New Rock Rap/ Hip Hop/ Bass Jazz
 70's Disco & Funk Classic Rock Salsa / Meringue / Reggaeton Classical
 80's Rock Country Soul R&B Other _____

Please List Specific Song Requests:

Traditional Events

_____ **Welcome: (who will conduct?)** _____
_____ **Blessing of the Meal: (Who will conduct?)** _____
_____ **Toasts:** Traditionally, the Best Man gives the first toast the Bride and Groom.
If this is the case, what is the Best Man's name? _____

Will there be other toasts? Yes No Possibly

Will champagne be made available to **all** the guests? Yes No B&G Only
If so, how will it be served? Wait staff Self Serve

_____ **Cake Cutting:**
_____ **Bouquet Toss:**
_____ **Garter Toss:** Should the man who catches the garter place it on the leg of the woman who caught the bouquet?
 Yes No DJ Discretion
_____ **Last Dance:** _____
_____ **Contracted End Time for Disc Jockey (Overtime is generally available – see contract for pricing)**

Interactive Specialties

- Shout Electric Slide Cha Cha Slide YMCA Anniversary Dance Dollar Dance

Would you prefer your disc jockey to be more: Reserved Involved Outgoing Very Outgoing

Reception Site Manager/Phone# _____

Who is in Charge of the DJ? _____

Who should the DJ see for payment? _____

Bride/Groom Current Phone# _____